



PHILIP L. BROWNING
Director

County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

March 10, 2015

12 March 10, 2015

PATRICK O'QUINN
ACTING EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

REQUEST FOR APPROVAL AND DELEGATED AUTHORITY FOR THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES TO PROCURE FOOD, BEVERAGES AND SERVICES ASSOCIATED WITH THE HOSTING OF THE TWENTY-SEVENTH ANNUAL CELEBRATION 2015 (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

The Department of Children and Family Services (DCFS), Probation, and community partners will co-host the Twenty-Seventh Annual Celebration event held in honor of DCFS and Probation high school graduates to recognize their academic achievements and pursuit of a post secondary education. DCFS works with the Internal Services Department (ISD) to procure necessary services and to support a successful event including fair and reasonable food costs for lunch and a post reception. DCFS is requesting approval from the Board to expend funds to purchase food services and refreshments required for the event.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the DCFS Director, or his designee, to sponsor and pay for costs, including food services for both lunch and post reception refreshments associated with the Twenty-Seventh Annual Celebration event, as an exception to the Los Angeles County Code Section 5.40.097, Incidental Expenses. DCFS has budgeted funds in the amount of \$20,000 to purchase food services to provide lunch and post reception refreshments to youth, guests, and volunteers.
2. Authorize the Director of DCFS, or his designee, to execute an Agreement with Patina Catering, or its designee, for onsite catering services at a cost not to exceed \$20,000. The funding to support the costs is available in the DCFS Adopted budget for Fiscal Year (FY) 2014-2015.

3. Delegate authority to the Director of DCFS, or designee, to procure services and the purchase of food for FY 2015-2016, as long as the cost does not exceed \$20,000, the funding to support the costs is available in the DCFS Adopted budget for Fiscal Year (FY) 2015-2016 and donors are not acquired to pay for said services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

DCFS is seeking Board approval for an exception to County Code Section 5.40.097, Incidental Expenses, which limits the Department to an annual sum of \$5,000, up to \$500 per occurrence, for incidental expenses for breakfast, luncheon and dinner meetings, conferences and events which are held for the discussion of departmental business and other necessary expenses incidental to the performance of the duties of county officers.

Board approval of the recommended actions will allow DCFS to co-host and conduct the Twenty-seventh Annual Celebration 2015, which will honor foster and probation youth for their academic achievements. Celebration is essential to the implementation of specific State and County departmental goals, specifically Self-Sufficiency. The annual event is organized at an all-inclusive venue that includes sole source vendors offering services, as well as, food and refreshment items that compliment the target population and guests.

The 2015 Celebration event will be held on Thursday, June 18, 2015, at the Walt Disney Concert Hall. This annual event honoring high achieving graduating high school seniors is a collaborative endeavor hosted by the Los Angeles County Board of Supervisors, the Los Angeles County Departments of Children and Family Services and Probation, as well as, the non-profit organizations such as the Rotary Club of Los Angeles and United Friends of the Children (UFC).

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal 5 (Children and Family Well-Being). Ensuring that transition age DCFS and Probation youth are introduced to, benefit from and are made aware of services that will assist them in their pursuit of higher education and ultimately their transition to self-sufficiency directly supports the departmental goals of permanence, well-being, and self-sufficiency.

FISCAL IMPACT/FINANCING

The Department's annual budget for the Independent Living Program (ILP) services is comprised of Chafee funding, which is comprised of the federal grant allocation (55%) and the matching state funded county share (45%). Per County Fiscal Letter (CFL) number 14/15-11, the funds are to be used for transition age youth under the supervision of both DCFS and Probation, ages 16 through 20 that have been determined (ILP) eligible.

In collaboration with United Friends of the Children (UFC), DCFS has committed to contribute a total of \$20,000 in Chafee funds to host Celebration 2015. The funding to support the costs is available in the annual DCFS Adopted budget for FY 2014-2015 and subsequent years, if approved.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County Code Section 5.40.097, Incidental Expenses, authorizes department heads an annual sum of \$5,000, up to \$500 per occurrence, for incidental expenses for breakfast, luncheon and dinner

meetings, conferences and events which are held for the discussion of departmental business and other necessary expenses incidental to the performance of the duties of county officers.

ILP eligible transition age youth graduating from high school are eligible to benefit from ILP funding. Participation in Celebration 2015 serves as an opportunity for transition age youth to be recognized and receive educational incentives to assist in their financial commitment for a higher education. Authorization to purchase food services for lunch and post reception refreshments at a cost exceeding \$500 is requested. The cost of said service will not exceed \$20,000.

CONTRACTING PROCESS

The acquisition of services and food falls within the authority of the Purchasing Agent. Any such purchases will be requisitioned through, and accomplished in accordance with the County's purchasing policies and procedures.

Patina Catering is the sole caterer and vendor used by the Walt Disney Concert Hall. No other caterers are allowed to provide services or food at this facility. The sole source request is necessary in order to provide lunch and post reception refreshments for Celebration participants, guests, and volunteers. The participants and many of the guests and volunteers are in attendance at the event for a total of 7 hours justifying the need for food services for the event.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Celebration is an annual event that allows DCFS and Probation to acknowledge high school graduates for their academic achievements. Currently, the average number of eligible participants is 184 graduates. Celebration also serves as an opportunity to introduce the various resources offered through the Independent Living Program to transition age youth that will further assist them in their endeavor to pursue a post secondary education and to assist them in a successful transition to self sufficiency.

CONCLUSION

Approval of authorization and delegated authority to the Director of DCFS, or his designee, to sponsor and pay for costs associated with food services including lunch and post reception refreshments for high school graduates, their invited guests, and event volunteers will support transition age youth in their endeavors to pursue a post secondary education and a successful transition to self sufficiency. Your Boards approval of these recommendations will also authorize approval to procure services and include the provision of food/refreshment costs, which are included at all-inclusive venues for FYs 2014 2015 and 2015-2016.

Upon approval of this request, please instruct the Acting Executive Officer/Clerk of the Board to send an adopted stamped copy of this Board letter to:

Department of Children and Family Services
Procurement Services Section
Attention: Godwin Nwugo
501 Shatto Place, Room 301
Los Angeles, CA 90020

The Honorable Board of Supervisors

3/10/2015

Page 4

Department of Children and Family Services

Bureau of Contracts Services

Attention: Eric Marts

9320 Telstar Ave.

El Monte, CA 91731

Probation Department

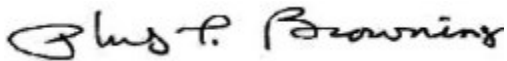
Youth Development Services Division

Attention: Matthew Moore, ILP Director

3530 Wilshire Blvd., Suite 400

Los Angeles, CA 90010

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Philip L. Browning". The signature is written in a cursive, flowing style.

PHILIP L. BROWNING

Director

PLB:CMM

EM:hk

c: County Counsel
Acting Executive Officer, Board of Supervisors
Director, Internal Services Department
Chief Probation Officer
Interim Chief Executive Officer